



**Citizen Request Form**

**Please print all information**

**NAME** \_\_\_\_\_

**ADDRESS** \_\_\_\_\_

**CITY** \_\_\_\_\_ **ZIP CODE** \_\_\_\_\_

**TELEPHONE NUMBER** \_\_\_\_\_

**E-MAIL ADDRESS** \_\_\_\_\_

**CITY COMMISSION MEETING DATE** \_\_\_\_\_

**NATURE OF REQUEST** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
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\_\_\_\_\_  
\_\_\_\_\_

**REQUESTOR'S SIGNATURE** \_\_\_\_\_

*(Please refer to process summary on reverse side)*

Dear Citizen,

Welcome to our City Commission meeting. As you may or may not know, we welcome citizen requests at each of our regularly scheduled meetings. While we ask you to submit a request in writing of your desire to speak, you may do so as late as the evening of the City Commission meeting (even at the meeting itself, preferably before 7:30 p.m.). We traditionally hear citizen comments at 7:30 p.m. or as soon thereafter as possible.

We appreciate your desire to share information with the Commission and we ask you to kindly follow our procedures. The Mayor will recognize you to discuss your matter and we ask you to step to the podium, state your name and address, and please identify any group or organization that you represent. We ask you to succinctly state your comments or questions regarding agenda items or other matters in three minutes or less. Please note that there is a yellow light on the timer at the podium which indicates that you have thirty (30) seconds or less to conclude your comments. In light of time constraints, if a previous speaker has already made your point, we ask you to simply make a statement such as "I concur with the remarks of the previous speaker."

Please also be aware that the purpose of the citizen comments portion of the agenda is to hear from citizens as opposed to making an on-the-spot decision regarding your concerns. Consequently, we ask you not to expect a reply or answer from us. If you plan to present handouts or other information to us, please have the materials organized and hand the applicable materials to the City Clerk. Subject to waiver by the City Commission, public comment is limited to three (3) minutes per individual.

Sincerely,

Mayor Roy Gold  
Vice Mayor Tom Powers  
Commissioner Vincent M. Boccia  
Commissioner Claudette Bruck  
Commissioner Larry Vignola